

This pamphlet has been developed to explain the requirements and the license renewal process for every nurse licensed to practice in Michigan.

The Michigan Public Health Code and board administrative rules requires every nurse to complete, during the 2-year period prior to the expiration date of the license, not less than 25 hours of continuing education, with at least one hour in pain and symptom management, in courses or programs approved by the Board. Pursuant to this requirement, the Board of Nursing has promulgated rules to establish specific criteria for the Board's approval of continuing education courses and programs.

### **REQUIREMENTS FOR RENEWAL**

The continuing education requirements apply to every nurse renewing a Michigan license who held the license for the 2-year period immediately preceding the date of the license renewal. The requirements apply whether or not the nurse is actively engaged in the practice of nursing. No one is exempt from this requirement.

Each nurse is required to complete 25 hours of continuing education in courses or programs approved by the board. A contact hour is 50 to 60 minutes.

Every nurse who is renewing his/her license should retain records documenting the completion of continuing education. Those documents should be retained for a period of 4 years.

**DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS** along with the license renewal application. The Department of Community Health, Bureau of Health Professions will conduct an audit, at the conclusion of the renewal period. Nurses chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of 25 hours of continuing education credit.

### **DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED 25 HOURS OF CONTINUING EDUCATION CREDITS.**

A nurse who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

If a licensee holds both an RN and LPN license and both licenses expire in the same year, continuing education credit earned may be applied to both licenses. However if a licensee holds an RN and LPN license, and one expires in one year and the other expires in the following year, the credit may overlap as long as they are earned within 2 years of the expiration of the license being renewed.

**Accredited sponsors are required to provide attendance certificates that indicate name of licensee, program dates and number of designated**

**hours. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor. "Contact hour" is the same as one 50-60 minute or (1) credit hour.**

### **REQUIREMENT FOR RELICENSURE**

**"Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.**

Nurses applying for relicensure pursuant to R338.10601 – **ALL RELICENSURE APPLICANTS MUST HAVE EARNED 25 HOURS APPROVED CONTINUING EDUCATION CREDITS DURING THE 2-YEAR PERIOD PRIOR TO THE APPLICATION FOR RELICENSURE.**

### **R 338.10602 ACCEPTABLE CONTINUING EDUCATION**

Rule 2 (a)

The following accrediting organizations are permitted by the Michigan Board of Nursing to approve nursing continuing education providers for Michigan. The Board will consider any of the following organizations as providing acceptable continuing education for license renewal or relicensure without limitation as stated in R 338.10603 (Rule 3).

AMERICAN NURSES CREDENTIALING  
CENTER'S COMMISSION ON  
ACCREDITATION

NATIONAL ASSOCIATION FOR PRACTICAL  
NURSE EDUCATION AND SERVICE

NATIONAL LEAGUE FOR NURSING

AMERICAN OSTEOPATHIC ASSOCIATION

ACCREDITATION COUNCIL FOR  
CONTINUING MEDICAL EDUCATION

CERTIFICATION IN BASIC AND ADVANCED  
LIFE SUPPORT SET FORTH BY THE  
AMERICAN HEART ASSOCIATION

AMERICAN COLLEGE OF NURSING  
MIDWIVES

#### Rule 2(b)

A licensee may earn 3 continuing education credits for each hour of presentation of CE that is not part of the licensee's job with a **MAXIMUM OF 6 HOURS** for the two-year licensing period. The licensee may use the same program only once in each renewal period. The program must be accredited through providers listed in 2(a). **If audited, the licensee must send in a copy of the presentation notice or advertisement showing the date and his/her name listed as a presenter.**

#### Rule 2(c) – Academic Credit

Five (5) CE credits for each semester credit earned for academic courses related to nursing practice offered in an education program approved by the board pursuant to R338.10201(1)(c)(i) and (ii) and (d)(i) and (ii). A licensee may earn all 25 credit hours through this process. For example, a 4 credit class would be worth 20 CE credits. **If audited, the licensee must submit a**

**copy of the transcript showing credit hours of the academic courses related to nursing.**

#### Rule 2(d)

Three (3) CE credits for each quarter credit earned for academic courses related to the nursing practice offered in an education program approved by the board pursuant to R338.10201 (1)(c)(1) and (ii) and (d)(i) and (ii). A licensee may earn all 25 credit hours through this process. For example, a 3 credit class would be worth 9 CE credits.

**If audited, the licensee must submit a copy of the transcript showing credit hours of the academic courses related to nursing.**

Rule 2(e) – Twenty-five hours of continuing education contact hours may be earned by specialty certification or re-certification.

The specialty certifications or recertifications recognized by the board are:

- (i) Nurse Midwife
- (ii) Nurse Anesthetist
- (iii) Nurse Practitioner

**If audited, the licensee must show proof of the certification or recertification.**

#### Rule 2(f)

One CE hour may be granted for each hour of program attendance, at a continuing education program that has been granted approval by another state board of nursing. A licensee may earn all 25 credit hours through this process. **If audited, the licensee must submit a certificate and proof that it is approved in that state.**

#### Rule 2(g)

One credit hour for each hour in attendance at a program related to nursing practice offered by an educational program. A licensee may earn all 25 hours at a continuing education program related to nursing practice offered by an educational program approved by the board pursuant to R 338.10201 (1)(c)(i) and (ii) and (d) (i) and (ii). **If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held.**

#### Rule 2(h)

Ten CE credit hours may be earned for publication of an article or chapter related to the practice of nursing or allied health in a nursing or health care journal or textbook. All 25 credit hours may be earned by publishing different articles.

**If audited, the licensee must submit a copy of the publication showing his/her name on the publication.**

#### Rule 2(i)

A maximum of 4 credit hours may be earned by reading articles, viewing, or listening to media devoted to nursing practice. **If audited, the licensee must submit a letter listing complete references for the articles read and/or the title and specific focus of the nursing practice media program viewed.**

#### Rule 2(j)

A licensee may earn 10 CE hours for passing a specialty examination. The 10

hours may only be granted in the year in which an applicant is advised that he or she successfully completed a national nursing specialty examination.

**If audited, the licensee must submit the letter advising him/her of the successful completion of the national nursing specialty examination.**

Rule 2(k)

One CE hour for each hour of documented participation in a health care organization committee dealing with patient care related issues. MAXIMUM OF 4 HOURS PER LICENSING PERIOD.

**If audited, the licensee must submit documentation of his/her participation in the health care organization committee.**

Rule 2(l)

A maximum of 10 continuing education hours may be earned for participation in a workshop dealing with patient care issues offered by a health care organization or professional organization that falls outside the accepted methods of approval that have been adopted by the board.

**If audited, the licensee must submit documentation of his/her participation in the workshop offered by a health care organization or professional organization.**

Rule 2(m)

One continuing education hour may be granted for each hour of reading a journal article developed for continuing nursing practice education and completing a test evaluating knowledge of content. The

licensee may earn all 25 hours through this method of continuing education.

**If audited, the licensee must submit documentation of completing and passing the test for proper credit for licensing renewal.**

Except for Rule 2(i), completion of the required continuing education activities must be independently verified by an official source other than the licensee.

**Renewal Procedures**

Nursing licenses are renewed every 2 years by March 31. Although a 60-day late renewal period is allowed, the 25-hour continuing education requirement must be completed by March 31. Submission of the renewal application form certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early January, but before the license expires on March 31. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the 25-hour requirement within the 2-year period immediately preceding the date of the application for relicensure if license has been expired for no more than 3 years.

Information, forms and instructions for obtaining board approval can be obtained from the Continuing Education Section of the Department of Community Health' Bureau of Health Professions.

**CONTINUING EDUCATION WAIVERS**

The Michigan Public Health Code authorizes the Board of Nursing to waive the continuing education requirements for a license renewal applicant if, upon written application, the board finds the failure of the licensee to attend the required board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers good and sufficient. Pursuant to this authority, the board has promulgated guidelines that set forth the policy the board will follow in granting a waiver. The guidelines provide for the following:

**DISABILITY:** The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of nursing without limitation.

**MILITARY SERVICE:** The licensee shall have been practicing nursing while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

**ABSENCE FROM THE UNITED STATES:** The licensee shall establish that board-approved educational programs

were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the board.

**OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL:** For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- \* All Michigan licensed nurses must complete 25 hours of board approved continuing education, with at least one hour in pain and symptom management, within the 2 years immediately preceding the expiration date of their license.
- \* Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- \* Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs known to this agency.

DCH-LNR-0700

# Continuing Education Requirements for Michigan Nurses

Authority: Public Act 368 of 1978, as amended  
This form is for information only

State of Michigan

Department of Community Health  
Bureau of Health Professions  
P.O. Box 30670  
611 W. Ottawa St., First Floor  
Lansing, Michigan 48909  
\*(517) 335-0918

\*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 2.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.

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